Test Team

NEW LOOK

20062014

Basic Searching

Guide Title

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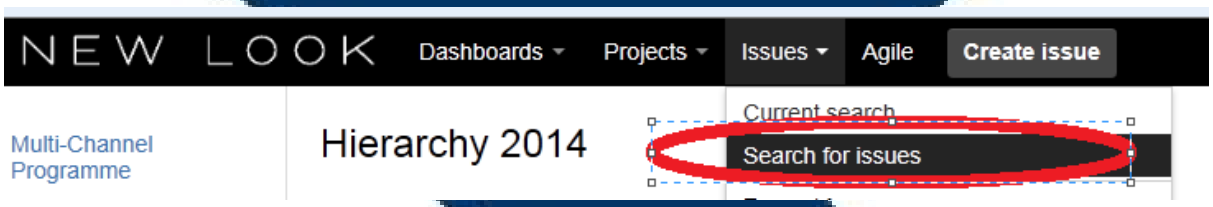
Introduction

This page describes how to define and execute a basic search.

You can also define and execute a search using the quick search.

Basic search steps

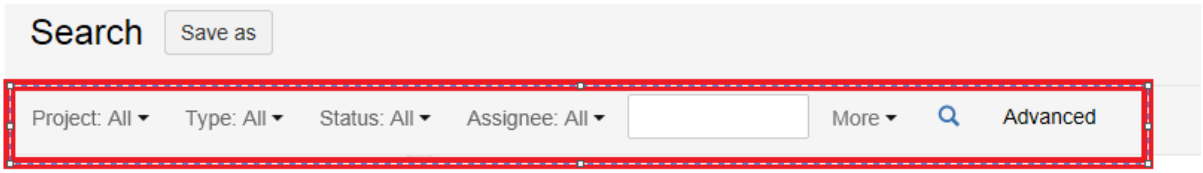
1 Log into your JIRA account. Select the **Issues** tab from the top menu. From the drop-down menu, choose **Search for Issues.** The issue navigator is displayed.



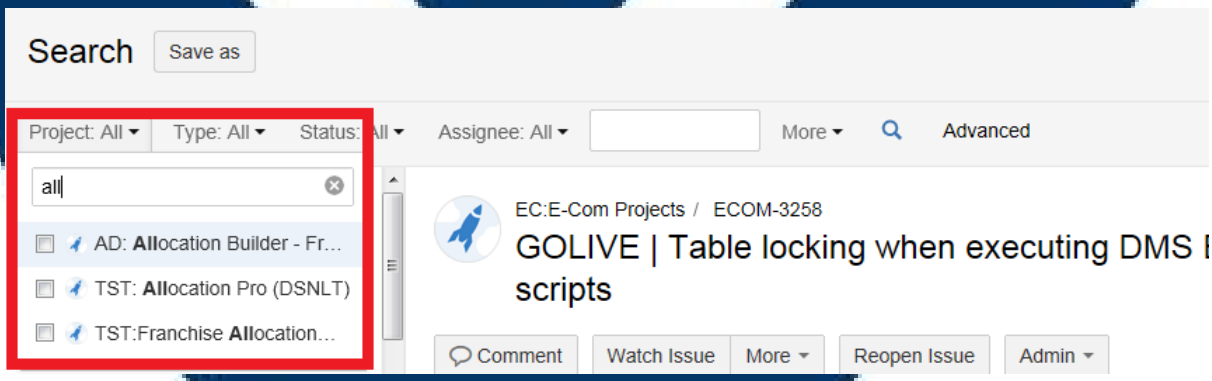
2 Enter the criteria for search. You can search against specific fields and/or search for specific text, as described below:

- Searching against specified fields- To search against specified fields, you need to select the fields then specify the fields values that you want to find.

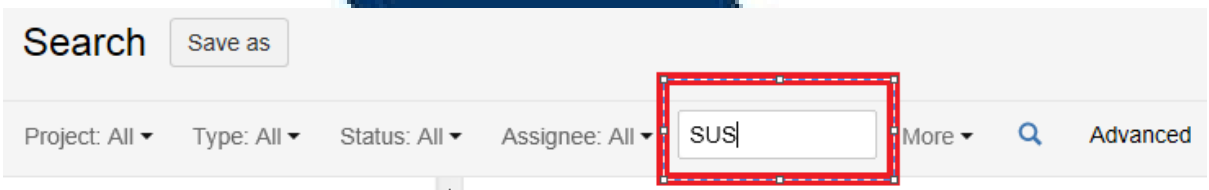
    1. Select fields as criteria- The Project, Issue Type, Status and Assignee fields are always available as criteria. If you want to search using additional fields as criteria, click **More** and tick the desired fields.



2. Specify the value for eacg field- Click the field criterion and ticj/enter the desired value in the dropdown. If the desired value is not shown in the list, start typing the name of value to filter the list as shown below:



- Searching against specified text- Enter the desired text in the *Contains text* text box and press **Enter.** The **Summary, Description, Comments, Environment** fields and **all text-based custom fields** will be searched.

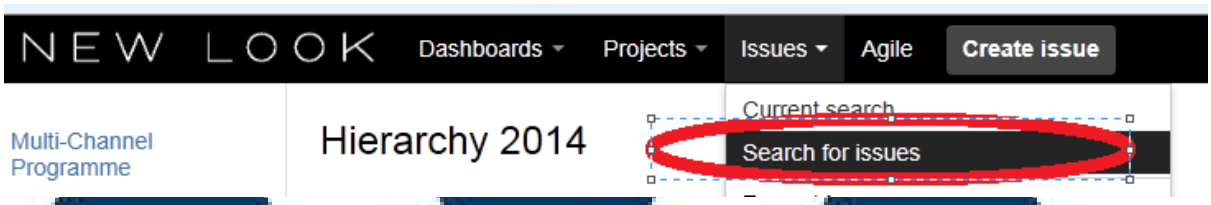


Saved search

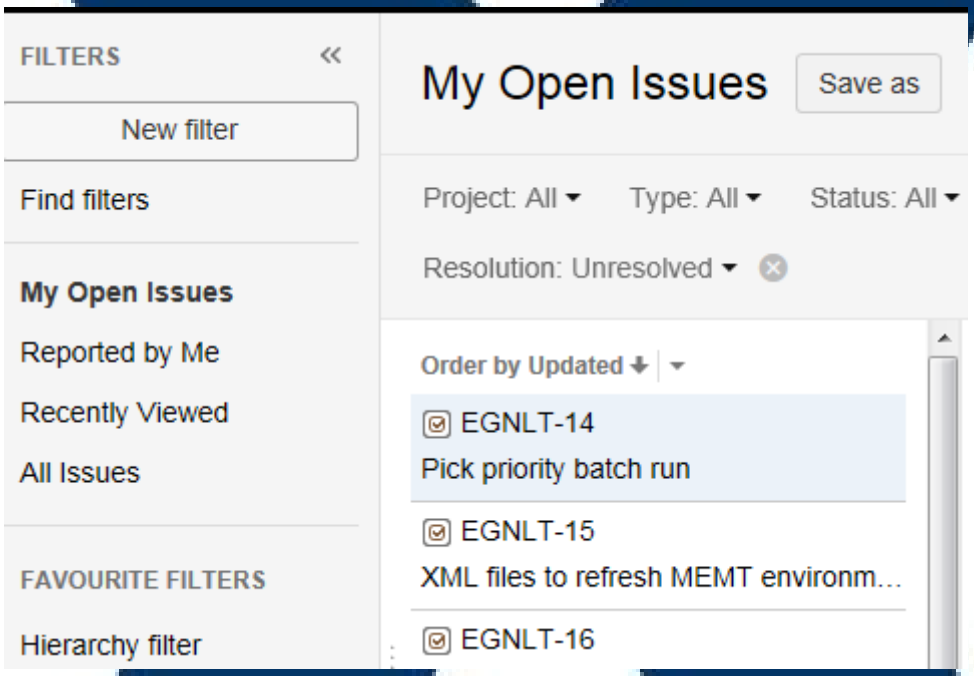
Search results are saved as filters.

To perform a saved search:

- Choose Issues > Search for Issues.



- Choose any filter from the list on the left:
  - System filter- My Open Issue, Reported by Me, Recently viewed, All Issues
  - Favourite Filters
  - Find filters let's to search for any filter that's been shared, which can be subscribed to by adding to your Favourite Filters.



- Yo can add, remove or modify the search criteria to refine the search results. You can also save the modified search criteria (the details of

saving the search criteria is explained in creating filters document), or save a copy of the search criteria as a new filter.